

Government of Pakistan
FINANCE DIVISION
Quality Assurance – I Section
(HRM Wing)

C I R C U L A R

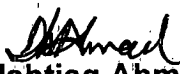
Subject:- **Knowledge Sharing Programme Offered By Government of Republic of Korea for the Year 2020/21**

Economic Affairs Division(EAD) vide its O.M No.33(46)SEA/10, dated 01-08-2018, has informed that Ministry of Strategy and Finance, Korea has initiated "2020/21/Knowledge Sharing Program(KSP)" to promote sustainable socio-economic development of partner countries by sharing Korea's development experiences. The major areas of program are as under:-

1	Economic Development Planning	8	Human Resources Development
2	Macro-finance	9	Health and Welfare
3	Industry and Trade	10	Labour Market
4	Science & Technology	11	Environment
5	Territorial Development	12	Other Social Policies
6	Rural Development	13	Public Finance
7	Culture, Sports & Tourism	14	Public Administration

2. The Embassy of Korea has requested to prepare and submit the project proposals which should be non-profit and non-commercial alongwith priority list on the enclosed prescribed format in consultation with concerned Ministries/ Divisions.

3. All wings of this Division are requested to fill in project proposal in the light of guidelines/instructions given at page 3 & 4 of attached Concept Note/Prescribed Form and forward it to QA-I section latest by **05-09-2016** for onward transmission to the Economic Affairs Division.


(Ishtiaq Ahmad)
Section officer(QA-I)
Ph: 9208523

All Additional Finance Secretaries/E.A/Sr.JSs & CF&AO, Finance. Division. Islamabad.
Finance Division's U.O No.2(6)/QA-I/2014, dated: 16-08-2018

Copy to:-

- i) All DQACs for follow-up action.
- ✓ ii) Webmaster, with the request to place this circular on the website of Finance Division.

Revised July 2018

Project Proposal Guidelines and Forms for 2020/21 Knowledge Sharing Program (KSP)

- *This document contains guidelines and forms for applying for 2020/21 Knowledge Sharing Program (KSP) administered by the Ministry of Strategy and Finance, Republic of Korea.*
- *Project proposals, priority list and official letter must be submitted no later than September 30th, 2018 to the Embassy of the Republic of Korea in partner countries.*
- *For more information, please visit KSP website at <http://www.ksp.go.kr>.*

**Ministry of Strategy and Finance
Republic of Korea**

I. Introduction to Knowledge Sharing Program (KSP)

A. Overview

Since the 1990's, knowledge sharing has emerged as a new source of promoting economic growth and development. Development practitioners and policy makers in both developed and developing countries have expressed their demands for knowledge sharing to explore new ideas and approaches, learn from each other, and build a horizontal partnership based on equality, trust and mutual benefits. The Ministry of Strategy and Finance of Korea (MOSF) launched in 2004 Knowledge Sharing Program (KSP), a comprehensive policy research and consultation program rooted in the principle of sharing knowledge and experience for development, to accomplish its goal to satisfy the demands.

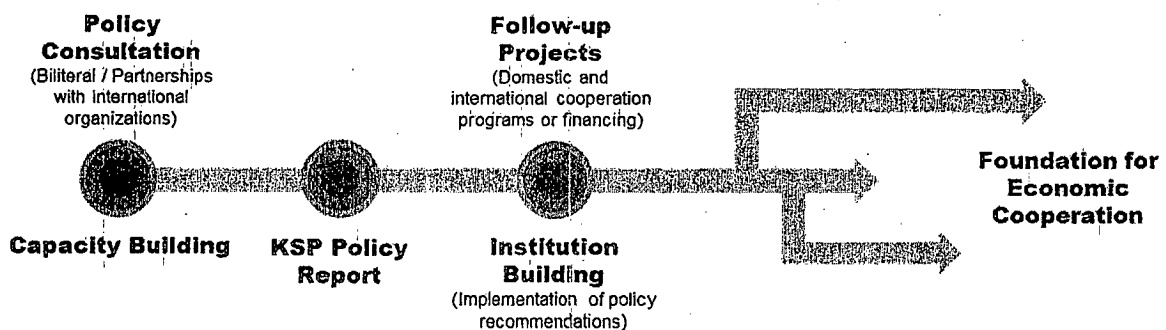
The KSP aims to promote sustainable socio-economic development of partner countries in combination with Korea's development experiences. Instead of following a general theoretical development approach, KSP differentiates itself by analyzing the challenges and obstacles of partner countries from the demand-side perspective and providing practical policy alternatives based on similar cases and experiences of Korea by integrating policy research, development consultation, and human and institutional capacity building.

Since 2004, KSP has been operated as a development cooperation platform to contribute to applying the customized solutions for its partner countries. It has been conducted for around 1,000 topics in 66 countries.

B. Objective

The objectives of KSP are as follows:

- (1) Provide practical and comprehensive policy consultations tailored to the policy issues of partner countries, based on Korean development experiences, and put forth concrete recommendations to apply evidence-based knowledge into customized policy solutions;
- (2) Assist implementation of KSP policy recommendations by enhancing government officials' capacity to manage, formulate and build institutions in policy-related areas via various consultative activities;
- (3) Foster mutually beneficial relationships through tangible and functional approaches to support partner countries' economic development efforts.



* Please note that KSP covers Policy Consultation, Capacity Building, and KSP Policy Report.

C. Project Procedures

MOSF manages tens of KSP projects a year. In 2018/19 period, around 30 projects, 1~2 per respective partner country, are being conducted. On the basis of the selected topics, each project is conducted by one of three implementing agencies - Korea Development Institute (KDI), Korea Eximbank (KEXIM), Korea Trade-Investment Promotion Agency (KOTRA) - as of 2018.

A project is conducted through joint research between Korean experts and partner country's government officials and/or experts. In general, the implementing agency hires a local consultant who has expertise and knowledge on the topic and policy environment of the partner country. Normally, it takes 10~12 months, and during this period Korean experts visit the partner country at least twice. As an interim process of a policy consultation, partner country's policy practitioners visit Korea once to attend the Practitioner's Capacity Building Workshop. The final output of the policy consultation is a report of the joint research, which will be published in English and/or the local language, if necessary.

For more information about the procedures, please refer to the Appendix 1.

II. Guideline for Writing KSP Project Proposal

1. Ministry or Government Agency

Ministry or government agency willing to apply for KSP should fill out Project Proposal (Form 2) for respective project. Please find the below information for the detailed guidelines.

(1) Period

The project proposal is for 2020/21 Knowledge Sharing Program (KSP), a one-year policy consultation program expected to be launched in mid-2020. Due to the coordination process of the Korean government for Official Development Assistance (ODA) projects, project proposals are expected to be submitted two years prior to a project implementation in principle. In case of special occasions that require urgency, however, the projects may be considered for 2019/20 KSP.

(2) Sectors

KSP focuses on areas where Korea has had success and possessed strong expertise that can be shared with partner countries. 14 sectors of KSP listed below cover from economic and social development to public sector management.

- Economic Development Planning
- Macro-finance
- Industry and Trade
- Science & Technology
- Territorial Development
- Rural Development
- Culture, Sports & Tourism
- Human Resources Development
- Health and Welfare
- Labor Market
- Environment
- Other Social Policies
- Public Finance
- Public Administration

(3) Requirements

KSP projects request several conditions to be selected and implemented. Proposals have to be non-profit and non-commercial for the purpose of public good to promote socio-economic development and welfare of a partner country. It is recommended to be relevant to partner country's policy priority on the basis of its national development plans. Moreover, it would be a great asset if a project implies an opportunity to contribute to enhancing economic cooperation with Korea. Proposals should avoid having overlapping projects of other donor countries and international organizations. Rather, it would be welcome when projects are linked to follow-up projects of the both institutions from Korea and other donor countries or international organizations.

(4) Cost Allocation

For OECD DAC recipient countries¹, entire project cost will be covered by the Korean Government.

For non-OECD DAC recipient country, project cost will be shared by the Korean Government and partner country based on mutual agreement.

(5) Considerations for Project Selection

Please note that the Korean government is not capable of accommodating all projects received due to limited resources. Over 300 project proposals are applied annually and only a few of them are selected. During the selection process many important aspects are considered such as whether the project is relevant to KSP, how concrete the proposal is, if it can be implemented and applied to the country, and how the project can influence the cooperation between Korea and the partner country.

2. Coordinating Ministry²

Coordinating ministry should collect the submitted project proposals from the ministries and government agencies of the partner country and fill out Priority List (Form I).

Please consider the policy priorities or national development plans of the partner country related to the project, as well as whether Korea has experiences on the topic or sector.

¹ Please refer to Appendix 2. OECD DAC recipient country list.

² Coordinating ministry refers to the ministry/institute in charge of ODA or economic/international cooperation.

II. Guideline for Submitting KSP Project Proposal

1. Ministry or Government Agency

Ministry or government agency willing to apply for KSP should submit project proposal(s) to the coordinating ministry.

* Notes:

- ¹ If you cannot specify coordinating ministry, please contact the Embassy of the Republic of Korea.
- ² Project proposals will be officially admitted only if it is submitted via the coordinating ministry.

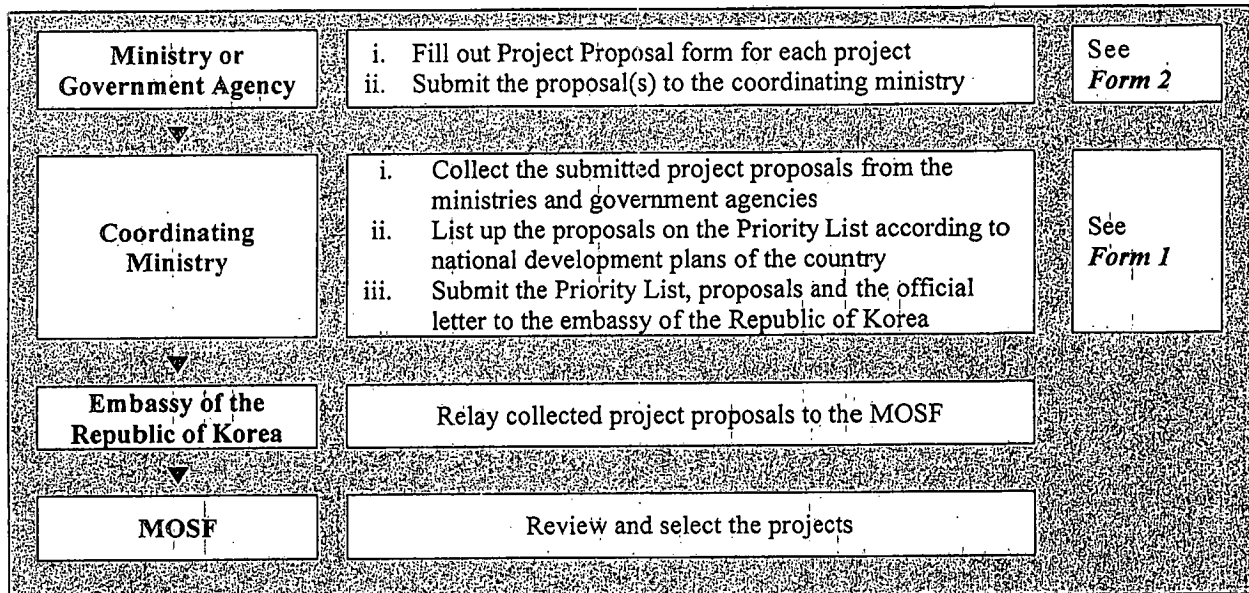
2. Coordinating Ministry

Coordinating ministry should submit the following documents to the Embassy of the Republic of Korea:

- ① Official Letter from the coordinating ministry
- ② Priority List
- ③ Project Proposals (sorted in accordance with the Priority List)

* Note: Documents will be officially admitted only if it is submitted via the Embassy of the Republic of Korea.

The following chart is for the detailed information on writing and submitting process of KSP.



For more information: Ministry of Strategy and Finance (MOSF)
 Website: <http://www.ksp.go.kr> / E-mail: granestrella@korea.kr / Tel: +82-44-215-7747

Please find the forms listed below on the next pages.
 : (*Form 1*) Priority List, (*Form 2*) Project Proposal

Priority List (Form 1)

Country :

Coordinating Ministry :

Number of Projects :

Submission Date : MM/DD/YYYY

Priority	Ministries / Government Agencies	Project Title
1		
2		
3		
4		
5		
6		
Cont.		

(Name and Position)

(Signature)³

³ The priority list is recommended to be signed by an official at the level of vice minister or higher.



Project Proposal (Form 2)

Project Title	
Country	
Coordinating Ministry	
Organization Information (Name) (Address) (Type)	<i>e.g. central/national government, executive agencies, etc.</i>
Project Supervisor ⁴ (Name) (Position & Department) (Tel) (E-mail)	
Project Coordinator ⁵ (Name) (Position & Department) (Tel) (E-mail)	
Is this a resubmission of a previous project proposal (demand survey)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when did you submit it? _____

⁴ Project Supervisor is in charge of the entire project (i.e. high-level official) supervising every activity for KSP project cycle the KSP, local experts, responsible for the role of the counterpart organization, etc.

⁵ Project Coordinator who will serve as the main focal point to communicate with the Korean counterpart will work one-on-one with the Korean counterpart in matters such as arranging the meetings, and organizing seminars and workshops in the partner country.

1. Project Outline

(1) Please write the project title and detailed contents to be proposed.

Project Title (Topic): _____

Sub-components and Sub-topics :

-
-
-
-

(2) Please select one applicable sector of this project which is provided below.

<input type="checkbox"/> Economic Development Planning	<input type="checkbox"/> Human Resource Development
<input type="checkbox"/> Macro-Finance	<input type="checkbox"/> Health and Welfare
<input type="checkbox"/> Industry and Trade	<input type="checkbox"/> Labor Market
<input type="checkbox"/> Science & Technology	<input type="checkbox"/> Environment
<input type="checkbox"/> Territorial Development	<input type="checkbox"/> Other Social Policies
<input type="checkbox"/> Rural Development	<input type="checkbox"/> Public finance
<input type="checkbox"/> Culture, Sports & Tourism	<input type="checkbox"/> Public administration

(3) Please check the type of cooperation.

<input type="checkbox"/> Policy consultation ⁶
<input type="checkbox"/> Practitioner's capacity building workshop ⁷
<input type="checkbox"/> Dispatch of a policy advisor ⁸

⁶ Policy consultation carries out collaborative research, training, consultation according to the program cycle.

⁷ Capacity building workshop provides capacity-building and training on technical and hands-on knowledge of relevant Korean experience for policymakers or practitioners of the partner countries. Workshop on capacity building can take place either in Korea or in partner country for a week.

⁸ Dispatch of a policy advisor refers to Korean expert(s) to be dispatched to a partner country for in-depth, practical and theoretical policy consultation to implement policy recommendations. The period of stay of an expert will vary from one to six months.



2. Project Background

(1) Current Situation and Challenges

Please provide a brief introduction to the following information on current situation and challenges concerning the project including:

- a) Describe a social and economic situation of a partner country in regard to the project;*
- b) Identify the confronted challenges, problems or critical issues to be addressed to be improved.*

Please be specific and comprehensive as much as possible.

(2) Relevant Country Development Strategies and Policies

Please describe how the project relates to the country's national development strategies and policies (e.g. national development plan, master plans etc.). List and give brief description of relevant official documents.

(3) Related Development Cooperation Programs

Please list and give brief description of related/similar assistance programs from other countries or international organizations in relation to the project. Please include the name and year of project implementation, etc.

3. Specifics of the Project

(1) Objective(s)

Please provide comprehensive and specific objective(s) of this project and how this consultation or cooperation will be in line with relevant thematic priorities in a partner country.

(2) Specific work scope or expertise expected from Korean experts

Please indicate specific scope of knowledge, expertise, skills, and works of Korean experts. For example, knowledge/capacity from Korea's development experiences (sectoral expertise, policies, institutional functions, system etc.) and skills/methodology (policy report, analytical research paper, policy dialogue, workshop and presentation) etc.

4. Expected Outcome(s) : Plans on Utilizing KSP Recommendations

(1) Category of Utilization

Please check your government's utilization plan on the KSP consultation report after the project completion.

- The KSP policy consultations are to be adopted for**
 - drafting or amending legislation or regulations
 - preparing new policy documents or budgets
 - establishing of or reforming organizations or institutions
 - informing related officials and stakeholders

- This project is to be linked with other cooperation projects of**
 - KOICA, EDCF(KEXIM), or other Korean public institutions or ministries
 - Multilateral Development Banks (WB, ADB, AfDB, IDB, EBRD, etc.)
 - Other International Organizations (UN, WTO, etc.) or non-governmental organizations

- This project is to catalyze private sector engagement by**
 - inviting private companies to this project
 - seeking business opportunities with Korean companies
 - establishing dialogue channel with Korean private sectors for further exchange (investment, technical assistance etc.)

- Others**

(2) Utilization Plan in detail

Please indicate specific utilization plan selected above (4-(1)) such as priority, schedule, persons in charge of follow-up utilization, future projects linked to the KSP, and timeliness in accordance with the urgency of the utilization plan, etc.

5. Other Requests/Consideration

Please state any other requests or information not mentioned above.

(Name and Position)

MM/DD/YYYY
(Date)

(Signature)⁹

⁹ The proposal is recommended to be signed by an official at the level of vice minister or higher.

APPENDIX 1. PROJECT PROCEDURES

1. Project Cycle

(1) Preliminary Meeting (in partner country, optional)

Objectives

- To identify development challenges and policy priorities of the partner country
- To specify topics and the scope of research via meetings and interviews
- To identify counterpart organizations and establish communication channel
- To introduce KSP and its expected outputs/outcomes

Activities

- The Korean project management team communicates with the partner country by making a visit, having a video conference, and exchanging emails etc.
- The Korean project management team narrows down the scope of the consultation topic prior to recruiting relevant experts

(2) Launching Seminar and High-level Meeting (in partner country)

Objectives

- To officially launch the KSP in the partner country
- To discuss and identify research topics with high level representatives and officials from concerning ministries/authorities
- To identify local consultants

Activities

- The Korean experts visit the partner country to collect relevant data and information and to finalize the research topics by conducting interviews and visiting related organizations
- The most suitable counterpart organization is to be selected to cooperate with the KSP team
- Local consultants from the partner country with appropriate qualifications are to be recruited for respective research topics

(3) KSP Policy Seminar and In-depth Study (in partner country)

Objectives

- To collect required additional information and data

Activities

- The KSP team undertakes a mission to relevant organizations and sites in the partner country in order to gain in-depth analysis on the situation and discusses with relevant experts who can share their knowledge in regard to the research topics

(4) Interim Reporting Workshop and Policy Practitioners' Workshop (in Korea)

Objectives

- To invite the policy practitioners, high level government officials, policymakers from the partner country to Korea to share the tentative final policy recommendations
- To gain feedback and comments to update the interim report
- To have first-hand experiences and insights by visiting relevant institutions and having lectures

Activities

- The experts from the partner country are invited to Korea to give comments and feedbacks on the interim report
- The delegation participates on the policy practitioners' workshop including meetings with Korean policymakers and relevant experts who can share their knowledge on the research topics
- The delegation visits relevant Korean organizations and sites, including government ministries, industrial sites, business organizations and companies in order to gain on-site observation of Korea's experiences

(4) Senior Policy Dialogue and Final Reporting Workshop (in partner country)

Objectives

- To present the final report with policy recommendations to the top policy makers and various stakeholders

Activities

- Senior Policy Dialogue will be conducted between policymakers of both countries in order to share the final policy recommendations
- Various stakeholders and opinion leaders, including from the government, private sector, academia, and media will be invited to the Final Reporting Workshop, where the Korean experts will present their final policy recommendations
- Evaluation interviews are to be conducted to assess relevancy and sustainability of the recommendation and to build upon possible follow up programs

(5) Dissemination Seminar (in Korea)

Objectives

- To share the main policy points of the KSP recommendations in Korea with other opinion leaders and stakeholders

Activities

- An annual Dissemination Seminar is organized to share the research outcomes and main policy implications of the KSP conducted throughout the project implementation of the year
- The final reports of each KSP project is to be distributed
- Selected Korean experts and local experts give presentations as a guest speaker

2. Roles and Responsibilities of Partner Country

On the basis of close cooperation and collaboration among partners, the roles and responsibilities of partner country listed below are crucial for successful project implementation.

(1) Propose qualified local consultants

The counterpart organization of the partner country is obliged to recommend and select qualified local consultants who have expertise on the project. The scope of work between the local consultant and the Korean experts are as follows:

- Local consultants are required to (i) provide relevant data and information for effective research, (ii) perform the role of co-author of the final report on case-by-case issues, and (iii) cooperate with the Korean experts in all possible means for the completion of the report
- The Korean experts will primarily assume responsibilities related to studies on the Korean experience while local experts will assume responsibilities related to studies on the challenges the partner country is facing
- Recommendations on methods to apply the Korean experiences to address the problems of partner countries on focused areas will be made jointly by experts from both countries, if possible

(2) Provide in-kind contribution

The Korean Government may consider bearing all direct costs arising from activities described in the KSP Project Cycle above. However, costs will be shared with the counterpart organization for non-official development assistance (ODA) partner countries¹⁰ and ODA partner countries if necessary.

The counterpart organization of the partner country is required to make any necessary in-kind contributions within its capacity (e.g. provision of office space, computer facilities, interpretation, etc.) to coordinate the visit of Korean experts to partner country during any stage of the project cycle.

Details are to be stipulated in the Memorandum of Understanding (MOU) and Activity Agreement between two counterpart organizations.

(3) Arrange meetings and organize seminars

In the process of carrying out the project cycle within the partner country, the counterpart organization is responsible for:

- Arranging meetings with senior government officials and experts in the field of study upon request of the Korean experts; and
- Organizing seminars and workshops, including logistical supports

(4) Recommended

The local counterpart organization is responsible for making recommendations and organizing its delegation that will visit Korea once or twice: and also for the Interim Reporting and Policy Practitioners Workshop

¹⁰ Please refer to Appendix 2. OECD DAC List of ODA Recipients.

APPENDIX 2. OECD DAC LIST OF ODA RECIPIENTS

DAC List of ODA Recipients Effective for reporting on 2018, 2019 and 2020 flows

Least Developed Countries	Other Low Income Countries (per capita GNI <= \$1 005 in 2016)	Lower Middle Income Countries and Territories (per capita GNI \$1 006-\$3955 in 2016)	Upper Middle Income Countries and Territories (per capita GNI \$3956-\$12235 in 2016)
Afghanistan Angola ¹ Bangladesh Benin Bhutan Burkina Faso Burundi Cambodia Central African Republic Chad Comoros Democratic Republic of the Congo Djibouti Eritrea Ethiopia Gambia Guinea Guinea-Bissau Haiti Kiribati Lao People's Democratic Republic Lesotho Liberia Madagascar Malawi Mali Mauritania Mozambique Myanmar Nepal Niger Rwanda Sao Tome and Principe Senegal Sierra Leone Solomon Islands Somalia South Sudan Sudan Tanzania Timor-Leste Togo Tuvalu Uganda Vanuatu ¹ Yemen Zambia	Democratic People's Republic of Korea Zimbabwe	Armenia Bolivia Cabo Verde Cameroon Congo Côte d'Ivoire Egypt El Salvador Georgia Ghana Guatemala Honduras India Indonesia Jordan Kenya Kosovo Kyrgyzstan Micronesia Moldova Mongolia Morocco Nicaragua Nigeria Pakistan Papua New Guinea Philippines Sri Lanka Swaziland Syrian Arab Republic Tokelau Tunisia Ukraine Uzbekistan Viet Nam West Bank and Gaza Strip	Albania Algeria Antigua and Barbuda ² Argentina Azerbaijan Belarus Belize Bosnia and Herzegovina Botswana Brazil China (People's Republic of) Colombia Cook Islands ⁴ Costa Rica Cuba Dominica Dominican Republic Ecuador Equatorial Guinea Fiji Former Yugoslav Republic of Macedonia Gabon Grenada Iran Iraq Jamaica Kazakhstan Lebanon Libya Malaysia Maldives Marshall Islands Mauritius Mexico Montenegro Montserrat Namibia Nauru Niue Palau ² Panama Paraguay Peru Saint Helena Saint Lucia Saint Vincent and the Grenadines Samoa Serbia South Africa Suriname Thailand Tonga Turkey Turkmenistan Venezuela Wallis and Futuna

- (1) General Assembly resolution A/RES/70/253 adopted on 12 February 2016, decided that Angola will graduate five years after the adoption of the resolution, i.e. on 12 February 2021. General Assembly resolution A/RES/68/18 adopted on 4 December 2013, decided that Vanuatu will graduate four years after the adoption of the resolution on 4 December 2017. General Assembly resolution A/RES/70/78 adopted on 9 December 2015, decided to extend the preparatory period before graduation for Vanuatu by three years, until 4 December 2020, due to the unique disruption caused to the economic and social progress of Vanuatu by Cyclone Pam.
- (2) Antigua and Barbuda exceeded the high-income threshold in 2015 and 2016, and Palau exceeded the high-income threshold in 2016. In accordance with the DAC rules for revision of this List, if they remain high income countries until 2019, they will be proposed for graduation from the List in the 2020 review.
- (3) The DAC agreed to defer decision on graduation of Cook Islands until more accurate GNI estimations are available. A review of Cook Islands will take place in the first quarter of 2019.

APPENDIX 3. LIST OF MAJOR MODULARIZATION PROJECTS

Areas	Title
Economic Policy	Public Investment Management Reform in Korea: Efforts for Enhancing Efficiency and Sustainability of Public Expenditure
	Public-Private Partnerships: Lessons from Korea on Institutional Arrangements and Performance
	Performance Management System of Budgetary Programs in Korea
	Korea's Capital Market Promotion Policies : IPO and Secondary Market Policy Experiences
Industrial Development	Establishment of Free Export Zones
	Introduction to the Export-Import Bank of Korea: Implications on the Establishment and Operation of an Export Credit Agency
	Establishment of a Trade Promotion Organization(TPO)
	Establishment and Roles of Industrial Bank of Korea
	Establishment of Korea Credit Guarantee Fund and Its Operation
	Rural Electrification Project for Expansion of Power Supply
	Governance of SOEs and Public Institutions in Korea
Agricultural Policy	Saemaul Undong (New Village Movement) and its Best Practice Cases
	Land Reform in Korea
	White Revolution of Agriculture in Korea: The Achievement of Year-round Production and Distribution of Horticultural Crops by the Expansion of Greenhouse Cultivation
	Policy for Promotion of Agricultural Mechanization and Technology Development
Health and Medicine	The Operation of Nationwide Health Insurance and its Implications
	Healthcare Improvement Activities of Public Health Center in Rural Area
	Medical Professional Retraining Program
	Sustained National Deworming Campaign in South Korea 1969-1995
Human Resources	Vocational Training System for a Skilled Workforce
	Role and Function of the National Technical Qualification System in the Development of Vocational Ability
	Analysis on Development and Achievement of Compulsory Elementary Education after the Korean War
	Cultivation of Highly Capable Scientists and Engineers Mainly at the KAIST
	Establishment and Management of Government-funded Research Institutes Beginning with the KIST
	Establishment and Operation of the Daedeok Innopolis Special District
	The Internalization of Science and Technology in the earlier stage of Economic Development in South Korea
	In-Service Training Policy in Korea
Land Development	Policy for the Construction and Supply of Affordable Housing in Korea
	Establishment of Intelligent Transport Systems (ITS)
Environment	Volume-based Waste Fee system in Korea